



Little Paxton Primary School Governing Body

Minutes for the meeting of the Full Governing Body held on Monday 17th May 2021 at 6.30pm

The meeting was hosted on Zoom due to social distancing during the Coronavirus pandemic

Present:

Anna-Sofia Conway	Parent Governor	Victoria McAuley-Eccles	Co-opted Governor
Ian Cunningham	Parent Governor	Christopher Muwanguzi	Parent Governor
Katie Delgado	Staff Governor	Nickie Moore	Head Teacher
Neil Donoghue	Co-opted Governor	Stephen Robinson	Co-opted Governor
Richard Fairbairn	Co-opted Governor	Paul Warmington	LA Governor
Tim Gawler (arrived during item 5)	Parent Governor	Austin Willet	Parent Governor

In attendance:

Rebekah Jenkins	Associate Member
Gemma Pearce	Clerk

1. Welcome and apologies

The Chair welcomed the Governing Body (GB) to the meeting.

No apologies received from:

David Jones	Co-opted Governor
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The meeting was quorate.

2. Declaration of interests

There were no new interests declared

3. Governors' responsibilities: Challenge, Scrutiny, Support

The Chair reminded the GB of their role:

- Ensuring clarity of vision, ethos and strategic direction;

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Initials of Chair.....

- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

4. Approval of minutes from previous meetings

Minutes for FGB 26.04.21 were circulated for governors to review prior to the meeting

There were no additional comments and the minutes were approved.

5. Actions update

TG arrived during this item

2020/2021- 034	Link Assessment Policy to Marking and Feedback Policy and review both at next C&S meeting	CLT	May FGB	Clerk discussed with SBM – defer to September
2020/2021- 036	SEN Information Report & Policy – update with SENCo and re-discuss	HT & SENCo	Defer to September	On this agenda
2020/2021- 067	Coordinate guidance notes and input from DJ on exclusion and disciplinary committee role and circulate to all governors.	Clerk, PW, DJ	ASAP	Clerk circulated draft to DJ and PW
2020/2021- 071	Follow up with Tracey Boram about governor position	PW, RF	By next FGB	Clerk followed up with Tracey to see if she is still interested
2020/2021- 073	Meet with potential new governors identified by LA .	PW and RF	Before next FGB	PW has tried to contact but no responses
2020/2021- 074	Format SEF alongside SDP to be more user friendly.	CM and CLT	On-going	To do – ready to use in September
2020/2021- 075	Provide further feedback on SFVS contact time figure	SBM	Next FGB	Austin to send answer
2020/2021- 076	Submit SFVS	SBM	By deadline	Complete
2020/2021- 077	Review Supporting Pupils with Medical Conditions Policy at PP and SEND link governor meeting	CM, IC	By next FGB	On agenda
2020/2021- 078	Circulate details on how to access The Key to all governors.	TG	ASAP	Complete

6. HT Report

The HT provided a verbal update.

There were no changes to the contextual info supplied at the previous meeting.

Quality of Education

- Meetings have occurred between Cambs Maths adviser and school maths leaders
- Visit from Craig Duncan with report sent to HT – report will also be sent to PW
 - Generally happy
 - Calm, settled atmosphere
 - Children engaged and behaviour good
 - EY – secure solid setting
 - 2 learning walks (maths and English & foundation subjects) – not looking at teaching but curriculum and flow. Identified a couple of issues to work on
 - Observed lots of writing going on to support writing resilience
 - RJ and HT to do work with whole school team to look at planning consistency and lesson planning
 - Consistency in presentation and marking
 - **QU: How are phase and subject leaders involved?** Up to now have been focussed on gathering evidence and making action plan. Next stage is lesson dips and some are scheduled. Phase leaders do need to do more to support this – looking to release more frequently to support.
 - **QU: Given the concern at the start of year about SEN children in EY how have they settled in?** The 5 EHCP children are supported by a strong team and have lots of TA's working with them. The children are very settled.

Attendance

- Meeting scheduled with attendance officer to support issuing letters – 2 children of concern – 1 moving towards fixed penalty notices

Prejudicial incidents

- A child told HT that another child had made comments about their family. HT had conversations with both children. Both HT and DHT have followed up. Both children are happy and no further incidents

Safeguarding

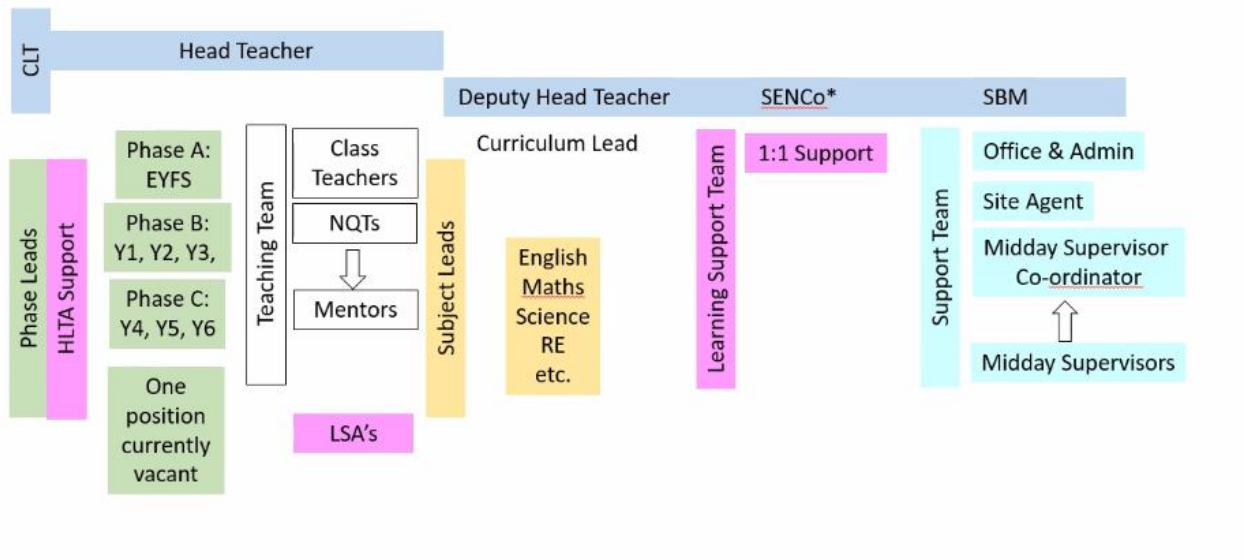
- Continue to have core group meetings. Nothing new to report.

Premises

- Had fire audit - Identified need to get an alarm fitted that is linked to the central system in the old PPA room as it has a futon for child who needs to sleep but is round the corner from the server cupboard. This is being actioned as a matter of urgency
- Signing up to 'Safewater solutions', costs £780 a year but company comes in monthly for all water checks
- CCTV been overhauled, will write a report for next HT report, much clearer and complete views. SBM and HT have access. It was commented to check that the CCTV policy is consistent with new system and how long it stores data for

7. Staffing update

The HT updated the GB on changes to the school staffing structure.



- Phase leaders are in place, should take on more monitoring so created Higher Level Teaching Assistant (HLTA) support roles as discussed at last FGB.
- Have appointed 1 FT HLTA in EY.
- Appointed 4 x 3 day a week working across other phases. Some also work extra days on top to complete contract and in that time lead on supporting 1-1 children.
- Main point of them is to release phase and subject leaders for time out of classroom for their monitoring.
- HLTA's can support in any year in phase – want them to feel confident teaching in multiple years.
- Learning Support Assistant – (LSA-3): have appointed 4 or 5. Learning Support Assistant renamed from Teaching Assistant as their focus is the learning not the teacher.
- LSA-3 support LSA 1 & 2 in other years. They remain in one year group.
- Wanted to make sure staff are being paid for what they are doing.
- Means teachers can be aware what they can expect of different bands of TA.
- Allows TA to improve and develop skills.
- Allows PPA to be covered by TA team in the main.
- Means phase leaders have regular release time – evidenced by lesson dips, timetabling.
- Can upskill TA-s: evidence = training.
- HLTA part of phase meetings to have their say. evidence = in minutes.
- PPA cover allows consistency for children know children, priorities. Evidenced by lesson dips.
- Support quality of teaching and learning.

The GB commented that the plan allows enablement of the team and seems very positive. Allows school to release people in a strategic way.

QU: How will mentoring and CPD of new TA structure work? All LSA-3 and HLTA's appointed have been charged with mentoring and supporting lower level LSA's.

QU: Is the mentoring and training supported in the budget? Yes it was all put through the budget by SBM.

QU: When is this starting? Mainly September but might start implementing some aspects sooner.

QU: Is it likely there will be concerns from parents around pupils losing teacher time? Children always have some time without teacher for PPA time anyway. Won't be a weekly extra release for phase leaders and the person who comes in knows the children well and knows the behaviour strategies - should be consistent for children

QU: Mentoring is quite a skill, what support are you giving new positions to support mentoring? During the interview they were asked how they would mentor and support and showed good knowledge but also identified what support and training they would need. HLTA likely to fall under BJ role who will support them with how to mentor as she does a lot. Most seemed to have a good understanding of what mentoring involves.

QU: Will this be part of appraisal process of HLTA? Yes, and phase leaders will probably be asked to help with appraisal of HLTA and LSA in their team.

QU: Is SENDCo aware of the extra 1-1 hours? It's not extra hours but SBM and Jo are aware and planning for who will match up with who

QU: What is the role of SENDCo and PP lead in the structure? CLT didn't want to give SENDCo extra work through this. 1-1 TA's will continue to report to Joe, others report to BJ. SENDCo has no management of TA's unless they have 1-1 support role.

QU: How are you going to communicate the changes and the role of the SENDCO? Staff get a weekly update, info in there but will keep pushing the communication. Will be a specific SEND document for people.

The HT also informed the GB that school were joining the 'Kickstart scheme' – a scheme for 16-25 year olds offering 25 hours a week to get younger people in to work. 2 government funded roles approved – librarian (support accelerated reader programme) and 'school assistant' – help in office or support teacher admin.

8. Review of policies

- Discretionary Leave of Absence Policy

The policy was circulated prior to the meeting and any comments incorporated.

It was commented that the most important part is that this is discretionary – it is impossible to be applied consistently and staff need to be aware it is all at discretion of CLT based on peoples individual circumstances.

The policy was approved

9. Link Governor Reports

The Chair asked for people to try and prepare a written report in advance of future meetings if they have a significant amount to report

- **Finance – Austin**
 - No update
- **Pupil Premium – Chris**
 - Sent round summary prior to meeting
 - Trying to meet fortnightly with PP lead and SENDCo
 - Getting lots of info from school
 - Parents been sent questionnaires about impact of lockdown – not much response
 - Keen to how to listen and deal with challenges before complaints arise
 - General feedback children were happy and did well during lockdown
 - Staff communication on how leads can support is key
 - Talked about building resilience – also a conversation in school – an area that leads will look at deeper
 - How to support pupils who are doing well – quality first teaching – will be monitoring this
- **SEND – Ian**
 - Making sure teaching staff understand role of SENDCo has been something they hear frequently
 - Keen on doing some monitoring visits when they can
 - Look at how info on SENDCo is being disseminated to staff, talk to staff about how they understand SENDCo role
 - Do school need something more innovative to get messages out to and feedback back from parents – emails not getting buy-in
 - SEND report needs parents to feed in to it – will be focus of next meeting – prepare for September

The FGB discussed how to engage more with parents and get more feedback. Governors with experience at other schools commented that they did a survey of parents about how often they want to be contacted and by what method and they accommodating requests as much as possible – this has been everything from ‘only when essential’ to wanting fortnightly updates. With SEND parents it is important to listen to concerns and act upon them quickly so minor issues don’t turn in to complaints.

- At LPPS Class Dojo is the major communication method for class teachers, and SENDCo and family support worker call families regularly – plenty of individual calls happen but need to think differently to improve engagement.
 - A coffee morning was suggested but it was commented that it would be important to keep this general at first to build engagement.
 - **Is there a SEND Dojo?** It was discussed that it is believed that the SENDCo could set one up – need to make sure it is set up with confidentiality.
 - Could be better worded comms – ASC to support messaging
- **Effectiveness of Leadership & Management – Paul**
 - Currently focusing on structures and ensuring link to CPD and staff training
 - Starting to look at type of training for CLT and rolling down – report on management training for July FGB.
 - **QU: Have school considered apprenticeship levee for leadership training?** It is something that is being looked at. On radar to access but need to manage the 20% off job requirement.
 - **Curriculum/Quality of Education – Richard, Neil & Tim**
 - No update
 - **Maths – Anna-Sofia**
 - Met maths leads on 28 April

- Will circulate a report once checked with staff
- Impression overall – COVID slowed down some plans but maths less impacted than some subjects
- Positive about White Rose maths
- Planning a maths week for summer term
- Positive steps against SDP
- Felt very supported by CLT
- **QU: How are maths leads finding getting around school?** Had been slower than they had liked but were doing book dips with LA visitor as a formal review – Found lots of evidence of fluency now need to cover reasoning and problem solving.
- Lesson dips saw similar requirements for future focus

QU: Are in school visits allowed yet? HT supportive of governors attending school, make sure measures are in place including face-coverings, testing, distancing etc. CLT to ensure all covered in risk assessment.

10. Topic discussion for next FGB

It was suggested to cover ‘lessons learned from COVID’ which has been moved from last couple of agendas. The FGB asked school to bring in appropriate staff – what has worked well, what would school keep hold of, what would they never do again.

Use it to report back to parents what improvements have come out of it.

11. Training Opportunities

Email circulated with LA courses. Getting booked up quickly so governors encouraged to book sessions of interest. Governors reminded to report training to TG and Clerk and to circulate any key learnings to FGB.

12. Correspondence received

PW has received an update from LA - would like to attend a meeting and a list of actions. PW to circulate.

ACTION: PW to circulate LA update email

13. Safeguarding

The GB agreed there were no safeguarding concerns raised in this meeting.

14. Any other urgent business

There was no other urgent business

ACTION: PW and SR to chat and sort mentoring and governor induction

15. Dates of next meetings of the Governing Body

Full Governing Body	14 June 2021
Resources Committee	21 June 2021

The meeting closed at 8.19 pm

Actions carried forward

2020/2021- 034	Link Assessment Policy to Marking and Feedback Policy and review both at next C&S meeting	CLT	September
2020/2021- 036	SEN Information Report & Policy – update with SENCo and re-discuss	HT & SENCo	September
2020/2021- 067	Coordinate guidance notes and input from DJ on exclusion and disciplinary committee role and circulate to all governors.	Clerk, PW, DJ	ASAP
2020/2021- 071	Follow up with Tracey Boram about governor position	PW, RF	By next FGB
2020/2021- 074	Format SEF alongside SDP to be more user friendly.	CM and CLT	By September
2020/2021- 077	Review Supporting Pupils with Medical Conditions Policy at PP and SEND link governor meeting	CM, IC	Next FGB

New actions arising from this meeting

2020/2021- 079	PW to circulate LA update email	PW	ASAP
2020/2021- 080	PW and SR to chat and sort mentoring and governor induction	PW	ASAP

Signed by..... **Date**.....